

POKAGON BAND OF POTAWATOMI INDIANS TRIBAL COURT	<b>AMENDED ADMINISTRATIVE ORDER</b>	23-009-TC
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58620 Sink Road, P.O. Box 355, Dowagiac, MI 49047

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**Jury Duty Compensation, Mileage Reimbursement,  
and Lodging Arrangements**

**Section 1. Purpose and Scope.**

- A. **Purpose.** This *Administrative Order* is to establish compensation and travel reimbursement for jury duty.
- B. **Scope.** The provisions of this *Order* govern jury duty compensation, mileage reimbursement, and lodging arrangements for those summoned to appear for jury duty and while serving as a juror.

**Section 2. Definitions.** The following terms have the accompanying meanings:

- A. "Juror" means an individual summoned and/or sworn in to serve on a jury.
- B. "Local Travel" means travel within a 60-mile radius of an individual's residence to the Court and a duration less than 12 hours. See Pokagon Travel Policy § 2.6

**Section 3. Jury Duty Compensation.** A juror will be compensated at a rate of \$25.00 per each one (1) hour increment, and any part thereof, for jury selection and/or jury duty. Time does not include drive time or other non-juror time.

**Section 4. Juror Mileage Reimbursement.**

- A. Jurors summoned to Court for jury duty may be reimbursed for mileage at the Internal Revenue Service reimbursement rate for the current year.
  - 1. Mileage reimbursement is allowable for roundtrip travel from the juror's residence to the Tribal Court located at 58620 Sink Road, Dowagiac, MI 49047, or at a different location where a court proceeding may be held.
  - 2. Court staff will calculate the mileage using an internet mapping tool from the juror's residential address to the Court's address or where the Court proceeding may be held if at a different location.
- B. Any matter of mileage not addressed above shall be resolved by the presiding judge.

**Section 5. Lodging Arrangements.**

- A. The presiding judge must approve all lodging requests.

- B. The presiding judge may approve overnight hotel lodging for a juror serving jury duty for travel exceeding the Local Travel limit as defined above.
- C. The presiding judge may approve hotel lodging in situations of inclement weather if necessary to ensure the safety of a witness or judicial efficiency.
- D. The court will arrange and pay the hotel for overnight lodging.
- E. Any matter of lodging not addressed above shall be resolved by the presiding judge.

**Section 6. Payment of Compensation**

- A. Each juror seeking jury compensation must complete an IRS W9 form which will be provided to the juror by the Court. The completed W9 form will be provided to the Pokagon Band Finance Department.
- B. Payment will be made by check from the Pokagon Band of Potawatomi Indians Finance Department. It may take up to three weeks to receive payment.

07/15/25  
Date

Michael Petoskey  
Michael Petoskey, Chief Judge

JUDICIAL HISTORY

ADOPTION

On February 08, 2023, Administrative Order 23-009-TC Compensation, Mileage, Reimbursement and Lodging Reimbursement for Jury Duty was adopted by the Chief Judge.

AMENDMENTS

On July 15, 2025, revisions were made to Administrative Order 23-009-TC to clarify compensation and reimbursement to jurors. These revisions include: (1) Adjustment of juror compensation and (2) Provisions for the court to pay for a hotel if overnight lodging is needed.